

**The Marlborough Science Academy**

**Job Description**

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| **Name:** | **Date: September 2021** |
| **Job Title: Level 2 General Assistant Teacher** | |
| **Job Purpose:** To work with teachers to support teaching and learning by working in classes, with individuals or small groups of students under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan. | |
| **Salary Grade: H3** | **Hours: 8.30 - 3.10**  **30 hours a week, 38 weeks a year, Term time only** |
| **Line managed by: HLTA** | **Line manager for: N/A** |
| **Key Accountabilities:**   * To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher, with specific focus on students with SEND * To support in the delivery of the Rapid Progress Program to achieve measurable student progress | |
| **Key Tasks**   * Implement planned learning activities/teaching programs as agreed with the teacher, adjusting activities according to students’ responses as appropriate * Participate in planning and evaluation of learning activities with the teacher, providing   feedback to the teacher on student progress, barriers and behaviour   * Support the teacher in monitoring, assessing and recording student progress/activities * Provide feedback to students in relation to attainment and progress under the guidance of the teacher and Specialised Learning Department * Support learning by arranging/providing resources for lessons/activities under the   direction of the teacher and Specialised Learning Department   * Support students in social and emotional well-being, reporting problems to the teacher as appropriate * Share information about students with other staff, parents/carers, internal and external   agencies, as appropriate   * Understand and support independent learning and inclusion of all students as required   **Assistant Teachers may also undertake some or all of the following:**   * Work with individual pupils with special educational needs * Work with students for whom English is not their first language * Assist in the development of individual development plans for pupils (such as Individual educational plans) | |

* Support the work of volunteers and other teaching assistants in the classroom
* Support the use of ICT in the curriculum
* Invigilate exams and tests
* Assist in escorting and supervising pupils on educational visits and out of school activities
* Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
* Support students in developing and implementing their own personal and social
* development

**General Responsibilities**

* To be aware of and work in accordance with the school’s child protection policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty.
* To produce risk assessments, user manuals or training procedures in line with the

Academy’s procedures.

* To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g.

County Council (Equal Opportunities Policy/Code of Conduct), national legislation

(Health and Safety, Data Protection).

* To maintain confidentiality of information acquired in the course of undertaking duties for the department.
* To be responsible for your own continuing self-development, undertaking training as appropriate.
* To attend and contribute to relevant management meetings within the Academy as and

when.

* To uphold the ethos and standards established within the Academy and contribute to improvement at all levels.
* To undertake other duties appropriate to the grading of the post as required.

**Person Specification**

**Academy Specific (all staff)**

* Excellent communication skills and the ability to communicate effectively at all levels - Essential
* Ability to organise and prioritise tasks effectively - Essential
* Ability to use initiative – Essential
* Ability to work well under pressure - Essential
* Ability to demonstrate the flexibility and “can do” attitude required in a role that is critical

to the Academy – Essential

**Role specific:**

**Knowledge**

* NVQ2/Level 2 Certificate in supporting Teaching and Learning or working towards
* Intermediate knowledge of ICT
* Basic knowledge of Health, wellbeing and safety
* Awareness of Keeping Children Safe in Education
* Basic knowledge of First Aid
* Awareness of GDPR and confidentiality
* Understanding of the Schools ethos and values

**Competencies to be evidenced**

* Communication (Written & Verbal) Problem solving
* Team working
* Active Listening
* Motivational ‘can do’ attitude
* Initiative

The Job Description above has been reviewed and agreed by me and is a true reflection of the role that I undertake at The Marlborough Science Academy

Signed:

Employee Date

Line manager Date